

**2014 CONFLICT OF INTEREST CODE
BIENNIAL REVIEW REPLY FORM**

COUNTY OF SAN DIEGO

2014 AUG 18 PM 3 51

Contact Person: LESLI WILSON Telephone Number: 858-756-6040

Name of Agency: NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY

Mailing Address: P.O. BOX 410, RANCHO SANTA FE, CA 92067

This agency has reviewed its conflict of interest code and has determined that:

☒ **Amendments are necessary:** (Attach Amended Code)
(Check all that applies)

- ☐ Include new positions (including consultants) which must be designated
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished
- ☐ Delete positions that manage public investments
- ☐ Revise disclosure categories
- ☐ Other _____

☐ **No amendments are necessary.** Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: Lesli Wilson Date: 8/14/14

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than October 1, 2014 to:**

**Clerk of the Board of Supervisors
(Conflict of Interest Code)
1600 Pacific Highway, Room 402
San Diego, CA 92101**

Approved and/or authorized by the Board of Supervisors of the County of San Diego	
Meeting Date: <u>12/2/14</u>	Minute Order No. <u>23</u>
By: <u>DMG</u>	Date: <u>12/14/14</u>
Deputy Clerk of the Board Supervisors	

MEMBER AGENCIES

Carlsbad FD
Encinitas FD
North County FPD
Oceanside FD
Rancho Santa Fe FPD
San Marcos FD
Solana Beach FD
Vista FD

North County Dispatch J. P. A.

16936 El Fuego – P. O. Box 410
Rancho Santa Fe, CA 92067
(858) 756-3006 FAX (858) 756-2741



ADMINISTRATOR
Lesli Wilson

August 11, 2014

Clerk of the Board of Supervisors
Conflict of Interest Code Biennial Review
1600 Pacific Highway, Room 402
San Diego, CA 92101-2471

Dear Mr. Pastuszka,

This letter is in response to the biennially requirement to review our Conflict of Interest Code to determine if amendments are needed.

In reviewing our code, it was determined that amendments were needed. Enclosed please find the following documents as requested:

- 2014 Conflict of Interest Code- Biennial Review Reply Form
- NCDJPA Staff Report #13/20
- Resolution No. 13-09 – Our amended Conflict of Interest Code
- Duty Statement for Financial Management Analyst
- JPA Organizational Chart, including revised position title from Fiscal Administrative Manager to Financial Management Analyst

If you have any questions or need further information, you can reach me through email at galto@sdrecc.org or telephone at (858) 756-6042.

Sincerely,

Gail R. Alto
Financial Management Analyst

Enclosures

**NORTH COUNTY DISPATCH
JOINT POWERS AUTHORITY
BOARD OF DIRECTORS AGENDA REPORT
Staff Report # 13/20**

JPA Board of Directors Meeting of December 5, 2013

Subject: Biennial Review of Conflict of Interest Code

RECOMMENDATION:

JPA Chiefs and Staff recommend the Board of Directors adopt Resolution No. 13-09 Biennial Review of the Conflict of Interest Code at the regularly scheduled Board of Directors meeting on December 5, 2013. Resolution No. 13-09 supersedes Resolution No. 12-09, adopted at a special meeting of the Board of Directors on November 8, 2012.

EXECUTIVE SUMMARY:

Government Code Section 87306.5 requires every local government agency to review its Conflict of Interest (COI) Code, biennially, to determine if it is accurate, or if the code must be amended. Once the determination is made, a notice must be submitted to the code reviewing body. In the case of the JPA, this body would be the San Diego County Board of Supervisors.

BACKGROUND/DISCUSSION:

NCDJPA currently operates under the COI Code as enacted in Resolution No. 12-09, dated November 8, 2012 (see Attachment A). In reviewing the current COI Code, no new positions have been added since the adoption of Resolution 12-09, and the following employees are required to file the COI forms each year:

1. Members of the Board of Directors
2. Fire Chiefs
3. JPA Administrator
4. JPA Treasurer/Controller
5. Operations Manager

The following title revisions were adopted in the FY13-14 Budget:

6. Fiscal Administrative Manager to Financial Management Analyst

The other consideration is if there are any significant amendments to the Government Code, and to our knowledge, there have been no significant amendments to the Government Code relative to this topic that would require amendment of the local code.

RESOLUTION NO. 13-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (JPA), AMENDING ITS CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, found in Government Code Sections 81000 *et seq.*, requires every state or local government agency to adopt a conflict of interest code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation in Section 18730 of Title 2 of the California Administrative Code, which contains the terms of a model conflict of interest code; and

WHEREAS, the North County Dispatch Joint Powers Authority may adopt the model conflict of interest code by reference;

NOW, THEREFORE, the Board of Directors of the North County Dispatch Joint Powers Authority hereby resolves as follows:

Section 1. Adoption of state provisions

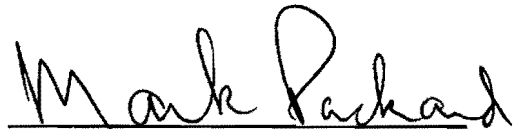
The provisions of Title 2, Division 6, Section 18730 of the California Administrative code and any amendments to it that may be adopted by the Fair Political Practices Commission are adopted as the conflict of interest code for the North County Dispatch Joint Powers Authority.

Section 2. Designated employees.

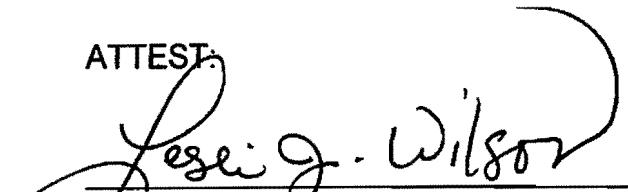
- A. The following employees of the North County Dispatch Joint Powers Authority are designated as being subject to the conflict of interest code:
 1. Members of the Board of Directors
 2. Fire Chiefs
 3. JPA Administrator
 4. JPA Treasurer/Controller
 5. Operations Manager
 6. Financial Management Analyst
- B. Designated employees must file Statement of Economic Interests Form 700 with the Joint Powers Authority.
- C. The Board Secretary will retain a copy of the statements and forward the original to the County of San Diego. Copies of the statements shall be made available for public inspection.
- D. This resolution supersedes Resolution No. 12-09, adopted at a special meeting of the Board of Directors on November 8, 2012.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the North County Dispatch Joint Powers Authority, on December 5, 2013 by the following vote:

AYES:	AGUILERA, ASHCRAFT, HOOPER, JENKINS
NOES:	MUIR, PACKARD, ZAHN
ABSENT:	NONE
ABSTAIN:	WOOD
	NONE

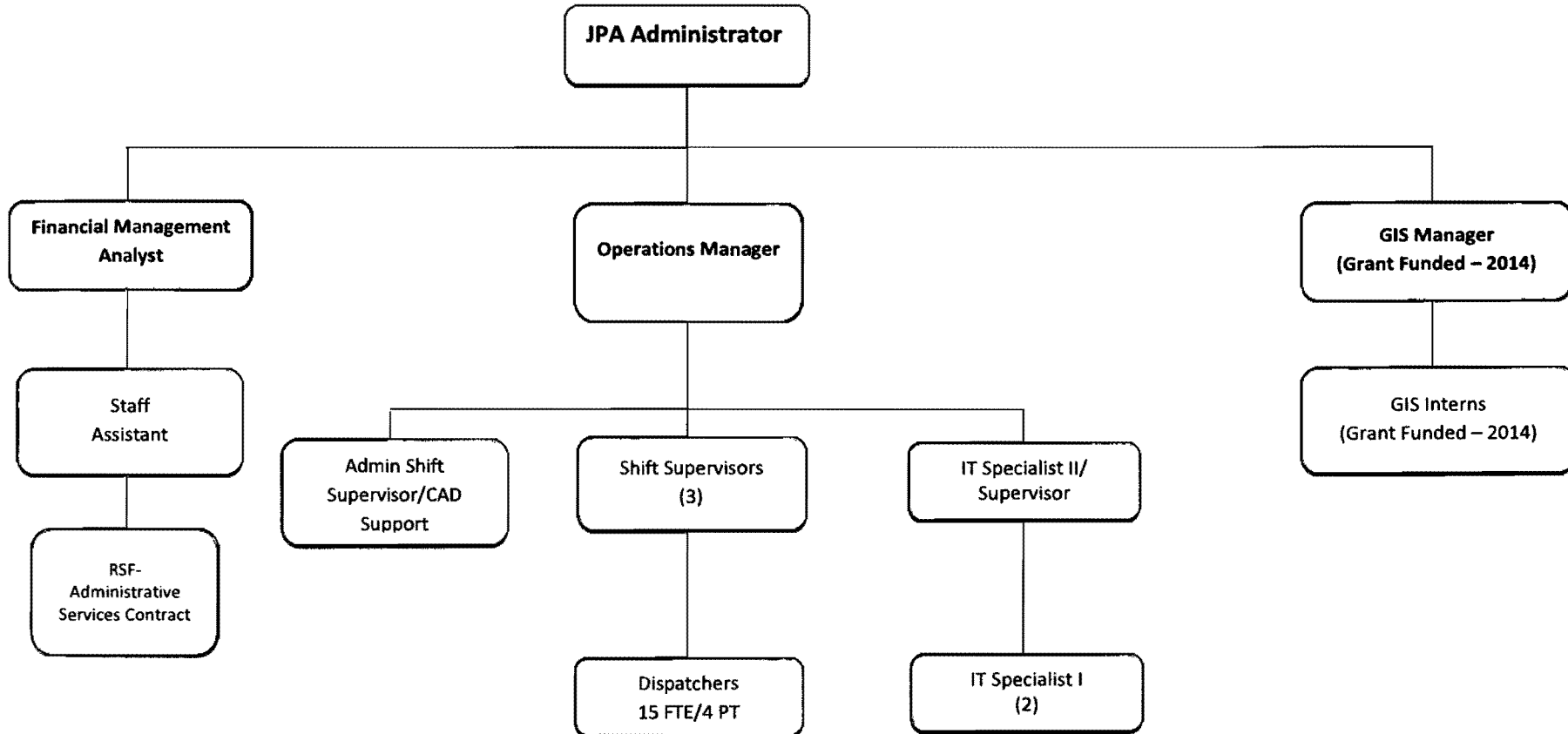

Mark Packard, President

ATTEST:


Lesli J. Wilson, Secretary

NCDJPA Call Center Organization Chart – PROPOSED

May 23, 2013





NORTH COUNTY DISPATCH J.P.A

16936 EL FUEGO – P.O. Box 410
Rancho Santa Fe, CA 92067
(858) 756-3006 FAX (858) 756-2741

FINANCIAL MANAGEMENT ANALYST 1.10

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY:

Management level position, under general direction, the Financial Management Analyst shall plan, organize and direct the administrative functions of the JPA to include Office Management, Fiscal Oversight, Budget; Payroll; Human Resources and Accounts Receivable/Payable. The position also performs other tasks and duties as assigned.

CLASS CHARACTERISTICS

Incumbent in this position receives general direction from the NCDJPA Administrator and provides direct supervision to Administrative Division staff. The position of Financial Management Analyst is FLSA exempt.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices.

- 1) Manage and maintain the accounting system in accordance with generally accepted accounting principles.
- 2) Supervise and perform all activities related to the financial stability of the JPA to include account reconciliations, financial reporting to related agencies, preparation and management of the JPA budget, cash flow analysis, JPA investment portfolio, accounts receivable/payable, fixed asset management, grant accounting, debt and special funds accounting and purchasing.

- 3) Supervise and coordinate JPA's annual audit; ensure the timely preparation of work papers and supporting data; and serve as a liaison between the JPA and the auditors in the collection of necessary information for the audit.
- 4) Prepare clear and concise financial reports.
- 5) Direct and administer all Human Resource activities related to the JPA's employees to maintain all personnel leave credits, retirement benefits, health insurance benefits, and serve as the JPA's representative to CalPERS; conduct wage survey within labor market to determine competitive wage rate; and maintain records of hired employee characteristics for governmental reporting purposes.
- 6) Manage and participate in the development and implementation of goals, objectives, policies and procedures for assigned programs. Function as a member of the Board appointed Finance Committee to ensure that the Board of Directors and Chiefs are fully apprised of significant financial decisions affecting the JPA.
- 7) Supervise and coordinate the preparation of the Board of Directors agenda, minutes, financial reports, ordinances, resolutions, agreements and reports and fulfill the duties of Clerk of the Board. Oversee the arrangement and scheduling of interviews, meetings and appointments for the NCDJPA Administrator, maintaining an accurate and detailed calendar; the recording and preparation of agenda and minutes for the monthly JPA Chiefs meetings and quarterly Board meetings.
- 8) Attend business meetings and functions as related to the successful administration of the JPA, and perform other related duties as assigned by the NCDJPA Administrator.
- 9) Manages and supervises Administrative Division staff.

QUALIFICATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Education:

- Possess the equivalent of a Bachelor's degree from an accredited college or university with major course work in Accounting or Finance. A Master's degree and/or CPA are highly desirable.

Experience:

- Five years of progressively responsible professional experience in accounting and/or budget management and supervisory experience. Experience in a public service organization a plus.

Knowledge and Abilities:

Knowledge of:

- Principles and methods of public finance administration, particularly in the areas of accounting, budgeting, auditing, and data processing; budget preparation, program analysis, and revenue.
- Principles and practices of organization, administration, and personnel management.
- Principles and methods of supervision and management.
- Integration of computer software applications.
- Accounting and auditing principles and practices.
- State and federal law affecting fiscal operations, reporting and resource management.
- Principles and practices of customer service.
- Data processing, computer systems and software applications as they relate to budgetary and financial record keeping.

Ability to:

- Plan, organize, direct and coordinate the fiscal and accounting operations of the Authority.
- Exercise sound judgment and common sense.
- Plan and organize work with a high degree of independence of action.
- Prepare complex financial reports and analyses.
- Prepare clear and concise oral and written reports, both narrative and statistical.
- Establish and maintain effective working relationships and provide excellent customer service.
- Plan, organize, direct and evaluate the work of others.
- Utilize computer systems to enter and retrieve data.
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices.
- Communicate effectively, both verbally and in writing.

Special Requirements:

A current, valid California driver's license is required. Possess reliable transportation and a good DMV record with proof of auto insurance and registration at time of appointment.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Standard office setting. Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside jurisdictional boundaries to attend meetings.
- **Physical:** Incumbents require sufficient mobility to work in an office setting, stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard. Ability to communicate verbally to exchange information. Ability to operate a vehicle to travel to various locations and meetings.
- **Vision:** See in the normal visual range with or without correction. Vision sufficient to read computer screens, printed documents, and overhead presentations and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in normal audio range with or without correction.